

INSTITUTE FOR POSTGRADUATE STUDIES
POSTGRADUATE PROGRAMME
APPLICATION FOR EXTENSION OF CANDIDATURE

1. The candidate must submit the application for extension of candidature at least SIX months in advance (for Structure A) and THREE months in advance (for Structure B and C) to the Faculty.
2. The extension of candidature is only for the completion of the thesis/dissertation/project.
3. The candidate is required to submit the application form with the progress report and Gantt chart of the thesis writing plan (for Structure A and B).
4. The progress report and thesis writing plan must be verified by the Supervisors.
5. The candidate is required to obtain the recommendation from the Supervisors.
6. The extension shall be SIX or TWELVE months (for Structure A) and by semester term (for Structure B and C). The extension is allowed for a maximum of TWELVE months for a candidate.
7. The payment of the extension of candidature fee is payable upon approval of the duration by Senate.
8. If a candidate is given an extension of TWELVE months, he/she must submit a draft of the thesis SIX months before the due date (for Structure A).
9. Any second extension/above **must be submitted together with the draft of the thesis** (for Structure A).

PART I: TO BE COMPLETED BY THE CANDIDATE (Please circle the relevant)

FULL NAME: _____

ID NUMBER: _____

PROGRAMME:

FACULTY: FOE/ FCI/ FCM/ FOM/ GSM/ FET/ FIST/ FOB

For Structure A : M.Phil. (Mgmt.) / M.Eng.Sc. / M.Sc. (I.T.) /
 M.Sc. (C.M.) / Ph.D. (Mgmt.) / Ph.D. (Eng.) / Ph.D. (I.T.) / Ph.D. (C.M.)

For Structure B & C : M.Eng (Tele) / M.Eng (Micro) / M.Eng (Photonics) /
 M.Eng (Embedded System) / M.Eng(Advance Manufacturing Mgmt.) /
 MBA / DBA / MKM with Multimedia / MKM (E-Learning Tech.) /
 M.IT (Multimedia Comp.) / M.Comp.Sc. / M.IT (Info. Sys)

CAMPUS: CYBERJAYA/MELAKA/PSDC/OTHERS

NATIONALITY: _____

MODE OF STUDY: FULL TIME/ PART TIME

GENDER: MALE/FEMALE

 DATE OF INITIAL REGISTRATION: ___/___/___
 dd mm yr

 END OF CANDIDATURE: ___/___/___
 dd mm yr

TITLE OF THESIS/DISSERTATION/PROJECT: _____

 1st / 2nd / 3rd / ___th EXTENSION

 EXTENSION PERIOD APPLIED FROM: ___/___/___ TO: ___/___/___
 dd mm yr dd mm yr

DURATION OF EXTENSION: _____ MONTHS

REASON FOR EXTENSION: _____

PREVIOUSLY APPROVED EXTENSION (If any):

NO.	FROM (DATE)	TO (DATE)	DURATION (MONTHS)	REASON

SIGNATURE OF CANDIDATE: _____

DATE: ___/___/___
dd mm yr

PART II (for Structure A only): RECOMMENDATION FROM SUPERVISOR AND CO-SUPERVISOR (Kindly tick the appropriate)

SUPERVISOR

RECOMMENDED NOT RECOMMENDED

SUPERVISOR'S COMMENTS (If any):

NAME OF SUPERVISOR: _____ SIGNATURE AND OFFICIAL STAMP: _____

DATE: _____

CO-SUPERVISOR

RECOMMENDED NOT RECOMMENDED

CO-SUPERVISOR'S COMMENTS (If any):

NAME OF CO-SUPERVISOR: _____ SIGNATURE AND OFFICIAL STAMP: _____

DATE: _____

PART III: FOR FACULTY USE

Received and Verified by Faculty Manager/Assistant Manager:-

NAME: _____

SIGNATURE AND OFFICIAL STAMP: _____

DATE: _____

Date of Faculty R&D Committee meeting: ___/___/___
dd mm yr

PART IV - PAYMENT OF THE EXTENSION OF CANDIDATURE FEE - To be completed by the Finance Division.

I confirm that I have received the extension of candidature fee of:

* RM500.00 (up to six (6) months)

* RM1,000.00 (up to twelve (12) months)

Endorsed by:

Name: _____

Signature: _____

Designation: _____

Date: _____

PART IV: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE

Received and Verified by IPS Manager:-

NAME: _____

SIGNATURE AND OFFICIAL STAMP: _____

DATE: _____

Note:

- (1) The Faculty shall send the form to IPS after the Faculty R&D Committee Meeting.
- (2) The Senate shall consider the application for extension of candidature upon the recommendation from the Faculty R&D Committee through the Board of Postgraduate Studies.